



OFFICE OF THE
BOARD OF APPEALS
TOWN OF DUNSTABLE
TOWN HALL
511 MAIN STREET
DUNSTABLE, MA 01827-1313

Dunstable Zoning Board of Appeals Procedure:

1. An application for a Special Permit, Variance, Administrative Appeal or Finding along with the Certified List of Parties of Interest can be obtained from the Town Clerk or the Zoning Board of Appeals Secretary after being referred by the Building Inspector.
2. Fill out the appropriate application and include the Book and Page number of the property on the application.
3. The Certified List of Parties in Interest (abutters within 300 ft. border to border) can be obtained from the Assessor's Office in the Dunstable Town Hall. The form must be signed by the Assessor's Secretary.
4. A copy of the site plan should accompany the application. The site plan should include the location of the buildings or use of the property where a change, expansion, restoration or resumption of non-conforming uses is requested, and distances from adjacent buildings and property lines shall be verified in the field and shown on the certified site plan. The dimensions of the lot and the percentage of the lot covered by principal and accessory buildings and the required parking spaces shall be shown. Entrances, exits, driveways, etc. shall be shown in red.

A drawing of any planned new construction should accompany the application.

Please be sure that you qualify by reading the Dunstable Zoning By-Laws that may be purchased through the Building Inspector or the Town Clerk.

5. After you have completed the application and obtained the Certified List of Parties, including the above mentioned information, you must bring this to the Town clerk along with a check in the amount of \$300.00 (fee effective September 8, 2003). The Town Clerk will let the Zoning Board of Appeals Secretary know that the application has been received.
6. The Zoning Board of Appeals Secretary will schedule the hearing. A Public Hearing Notice will be placed in the local newspaper fourteen (14) and seven (7) days prior to the hearing. Abutters along with the applicant will receive a copy not less than fourteen (14) days prior to the hearing and a notice will be posted at the Post Office and the Town Hall not less than fourteen (14) days prior to the hearing. A copy of the public hearing notice will be given to the Town Clerk along with other Town Boards and the Building Inspector.
7. There is a twenty (20) day appeal period that starts the day after the Town Clerk has received the completed granted or denied Special Permit or Variance. Once the appeal period has elapsed, the applicant must take the notice of decision to the Registry of Deeds to be recorded and noted on the owner's certificate of title. No Variance, Special Permit or Constructive Grant of a Variance can take effect until it is recorded in the Registry of Deeds. The fee for the recording or registering shall be paid by the owner or applicant. The applicant must return to the Town Clerk, within fourteen (14) days, after the appeal period has expired with proof that the decision has been recorded at the Registry of Deeds.